

**SUMMARY OF THE
NELAC BOARD OF DIRECTORS MEETING
SEPTEMBER 13, 2001**

The Board of Directors (BoD) of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on September 13, 2001, at 2:30 p.m. Eastern Daylight Time (EDT). The meeting was lead by its Chairperson, Ms. Silky Labie, of the Florida Department of Environmental Protection. The draft agenda for this meeting is shown in Attachment A, action items from this meeting are shown in Attachment B, incomplete action items from past meetings are shown in Attachment C and a list of participants is shown in Attachment D. *The purpose of the meeting was to address items of importance as identified in the BOD's agenda.*

INTRODUCTION

Dr. Paul Kimsey began the meeting with a roll call of attendees.

AGENDA ITEMS

APPROVAL OF MINUTES

Dr. Paul Kimsey reviewed the minutes from the meeting of August 9, 2001. The following changes were accepted:

***Add:** Mr. Jim Hanlon's title, "Acting Deputy Assistant Administrator"*

The minutes were approved as corrected.

INTRODUCTION OF NEW CONTRACTOR

Ms. Labie introduced Arlyn Brediger as the primary scribe from Anteon Corporation, Las Vegas Technical Center (LVTC).

INTRODUCTION OF NEW BOARD MEMBER

Wayne Davis with the South Carolina Department of Health and Environmental Control was welcomed as a new member of the Board of Directors.

MEETING WITH DEPUTY ADMINISTRATOR

Ms. Jeanne Hankins polled BoD as to who would be attending the meeting with the Deputy Administrator Linda Fisher, which is scheduled for October 22, 2001, at 2:30 p.m., at the Ariel Rios Building in Washington, D.C.. Members of the Environmental Laboratory Advisory Board have also been invited. Thus far, the following individuals indicated that they could attend: Ms. Labie, Dr. Kimsey, Dr. Brokopp, Ms. Hankins, Mr. Kantor, Mr. Slayton, Dr. Hershey, Ms. English, and Mr. Davis.

The BoD agreed that the following topics should be included in the discussions:

- NELAC Overview
- Benefits to the EPA
- Enhancing Audit Capabilities (Letter from Inspector General)
- Challenges
- Tasks that require continued EPA support
- Privatization Issues

Ms. Hankins will develop a straw agenda and distribute to the BoD for comment and additional suggestions.

BRIEFING

The meeting Ms. Hankins was to have with Henry Longest to brief him on current NELAC activities was postponed from September 12, 2001, to a date yet to be determined.

REPLY TO HAMPTON ROADS SANITATION DISTRICT (HRSD)

A response will be prepared by Ms. Labie to comments received from HRSD. She will forward a copy of the letter from HRSD, the final BoD response, and copy of policy number 6 to each Committee Chairperson.

LETTER REGARDING PROFICIENCY TESTING DATABASE

Ms. Hankins summarized the draft letter to Mr. Longest and Mr. Hanlon concerning the PT database. All comments are to be sent to Ms. Labie as soon as possible. The final letter will be prepared by Ms. Labie.

STRATEGIC PLANNING

Mr. Jerry Parr with the Institute for National Environmental Laboratory Accreditation requested the BoD's scheduling preference for a two-day planning workshop prior to NELAC-7i. The BoD preferred the afternoon of November 29th, all day November 30th and the morning of December 1st. The Transition Committee is working with Mr. Parr on details such as the facilitator, the agenda, and a meeting room.

NELAC-7i

The meeting Ms. Hankins was to have with Jackie Sample of DoD to discuss NELAC-7i was postponed from September 12, 2001, to a date to be determined.

NELAC-8

The NELAC-8 Conference is tentatively scheduled for the week of July 8, 2002, in Tampa, FL. Registration will start July 9th with the conference running through July 12th.

ECOS UPDATE

Subsequent to previous discussions the BoD is still working on interacting with the Environmental Council of State (ECOS), which is composed of the chief environmental officer or cabinet member for each state. ECOS currently advises and works closely with the EPA programs. Several board members (Mr. Davis, Dr. Brokopp, Dr. Kimsey, Ms. Shields) will check with their respective ECOS representatives to see if there is an opportunity for the BoD to provide an overview of NELAC.

The BoD will provide ECOS with information on the Method Data Comparability Board (MDCB) recommendation that NELAC provides the most appropriate environmental accreditation program. It was recommended that the NELAC briefing be made to the Compliance Committee of ECOS.

OLD BUSINESS

None

NEW BUSINESS

The Region 2 office located close to the World Trade Center is now working at the Edison, New Jersey office and should be up and running by September 17, 2001.

ADJOURNMENT

There being no further business, it was moved and seconded and the meeting was adjourned.

NEXT MEETING

The next meeting is scheduled for October 11, 2001, at 1:30 p.m.

**NELAC BOARD OF DIRECTORS
DRAFT AGENDA
September 13, 2001
2:30-4:00 p.m. EDT
202/260-1015, 2694#**

1. Approval of Minutes of August 9, 2001 Meeting - Silky Labie
2. Introduction of New Board Member - Silky Labie
3. Meeting with Deputy Administrator - Jeanne Hankins
4. Briefing - Jeanne Hankins
5. Reply to HRSD - Silky
6. Letter regarding PT Database
7. Strategic Planning - Silky Labie
8. NELAC-7i - Jeanne Hankins
9. NELAC-8 - Silky Labie
10. ECOS Update - Chuck Brokopp
11. Old Business
12. New Business

**NEW ACTION ITEMS
NELAC BOARD OF DIRECTORS/CHAIRS
SEPTEMBER 13, 2001**

Item No.	Action	Status
1	Contact Accrediting Authorities to see if anyone is available to attend WEFTEC 2002 and give update on NELAC (Kimsey)	
2	Revise Proficiency Testing Committee letter regarding PT database (Labie)	
3	Revise Federal Register Notice (Hankins)	
5	Review all NELAC policies and changes (Hankins)	
6	Send NELAC Policy #16 to Barbara Burmeister for comments (Labie)	

**ACTION ITEMS FROM PREVIOUS MEETINGS
NELAC BOARD OF DIRECTORS
SEPTEMBER 13, 2001**

No.	Date of Meeting	Action	Status
1	04/13/00	Dr. Jackson and Dr. Kimsey will provide a short summary of recent Accrediting Authority workgroup teleconferences to Ms. Hankins to be included in the materials for the next board meeting. (Will be an on-going item).	Ongoing
2	01/11/99	Committee Chairs are to prepare "Frequently Asked Questions" for posting on the NELAC Website. They are to submit these to the Membership and Outreach Committee.	Ongoing
6	05/04/00	The Membership and Outreach committee will draft a policy addressing the logistics of web-submitted issues: routing, response, etc.	Ongoing
8	05/08/00	Dr. Brokopp will explore organizational issues with ECOS.	Ongoing
9	7/26/00	Dr. Brokopp will continue to lead exploration of viable options, including financial issues.	Ongoing
13	7/13/00	The Program Policy and Structure Committee is tasked with developing specific draft wording of a reorganized NELAC at NELAC 6i.	Deferred
14	8/10/00	Ms. Allen, Ms. Labie, and Dr. Brokopp will draft a plan, based on the most recent work by the transition committee, for submittal to EPA.	Deferred
17	9/12/00	Mr. Parr will draft a NELAC-7i proposal for Dr. Brokopp, Ms. Labie, Dr. Kimsey to review prior to presentation to the full Board.	Ongoing
22	10/31/00	Committee efforts should cite by reference the desired ISO wording, adding explanatory and supplemental notes as needed.	Ongoing
24	10/31/00	Ms. Hankins will identify a representative from ISO be invited to participate in a future Board teleconference to discuss viable options for use of ISO language in the NELAC Standard.	Deferred

**ACTION ITEMS FROM PREVIOUS MEETINGS
NELAC BOARD OF DIRECTORS
SEPTEMBER 13, 2001**

No.	Date of Meeting	Action	Status
25	11/09/00	Mr. Siders will draft a response to AIHA, for Board review, outlining the committee's plans for development of a NELAC asbestos standard.	Ongoing
35	1/1/01	Dr. Brokopp and Dr. Kimsey will explore possible legal options for continued use of ISO language in the NELAC Standard.	Ongoing
42	2/8/01	Dr. Billets will follow-up with Membership and Outreach committee on Item No. 6 (05/04/2000).	Ongoing
43	2/8/01	Dr. Brokopp will revisit Item No. 9 (7/26/2000) to consider developing a briefing package for the new administration.	Ongoing
45	2/8/01	Mr. Slayton will contact Mr. Siders on the status of Item 25 (11/09/2000)	Ongoing
51	6/14/01	Review NELAC policies to determine which ones are current. (Labie/Maloney/Kimsey)	Ongoing
53	6/14/01	Contact Jerry Parr regarding publications issue. (Labie)	Complete
54	6/14/01	Have an "Alert" posted to the NELAC Website regarding information from sources other than NELAC Website. (Hankins)	Complete
55	6/14/01	Contact Ms. Jackie Sample about status of ACIL/NELAC document. (Hankins)	Ongoing
56	6/14/01	Follow-up on status of brochures with Ms. Sample and Dr. Billets	Ongoing
56	7/12/01	Prepare of packet of materials from NELAC 7 for Ms. Labie. (Brokupp)	Ongoing
57	7/12/01	Distribute copies of Whitman letter to BoD. (Labie)	Complete
58	7/12/01	Contact potential candidate(s) for position on BoD. (Labie)	Complete
59	7/12/01	Review current NELAC Policies (BoD Members)	Complete

**ACTION ITEMS FROM PREVIOUS MEETINGS
NELAC BOARD OF DIRECTORS
SEPTEMBER 13, 2001**

No.	Date of Meeting	Action	Status
60	7/12/01	Format NELAC Policies to ensure consistency in style. (Labie)	Ongoing
61	7/12/01	Review Policy #14 (BOD Members) Part of 59	Deleted

**LIST OF PARTICIPANTS
BOARD OF DIRECTORS MEETING
SEPTEMBER 13, 2001**

Name	Affiliation	Address
Ms. Silky Labie Chair	FL Dept. of Envir. Protection	T: 850-488-2796 F: 850-922-4614 E: silky.labie@dep.state.fl.us
Dr. Charles Brokopp Past-Chair	UT Department of Health	T: 801-584-8406 F: 801-584-8486 E: cbrokopp@doh.state.ut.us
Dr. Paul Kimsey Chair-Elect	CA Department of Health Services	T: 510-540-2411 F: 510-540-3075 E: pkimsey@dhs.ca.gov
Ms. Jeanne Hankins Director	USEPA/ORD	T: 919-541-1120 F: 919-541-4261 E: hankins.jeanne@epa.gov
Mr. Ed Kantor Executive Secretary	USEPA/ORD	T: 702-798-2690 F: 702-798-2261 E: kantor.edward@epa.gov
Ms. Ann Marie Allen	MA Dept. of Environmental Protection	T: 978-682-5237 F: 978-688-0352 E: ann.marie.allen@state.ma.us
Mr. Wayne Davis	South Carolina Department of Health and Environmental Control	T: 803-896-0970 F: 803-896-0850 E: davisrw@columb36.dhec.state.sc.us
Mr. Thomas Maloney	USGS National Water Quality Laboratory	T: 303-236-3460 F: 303-236-3499 E: tmaloney@usgs.gov
Ms. Anne Rhyne (absent)	TX Natural Resource Conservation Comm.	T: 512-239-6830 F: 512-239-6410 E: arhyne@tnrcc.state.tx.us
Ms. Aurora Shields	KS Dept. of Health & Env.	T: 785-296-6198 F: 785-296-8068 E: ashields@kdhe.state.ks.us
Mr. Joe Slayton (absent)	USEPA/Region 3	T: 410-305-2653 F: 410-305-3095 E: slayton.joe@epa.gov
Mr. Ken Jackson (invited guest)	NY Environmental Laboratory Approval Program	T: 518-485-5570 F: 518-485-5568 E: jackson @wadsworth.org
Ms. Arlyn Brediger (Contractor Support)	Anteon Corporation, Las Vegas Technical Center	T: 702-731-4233 F: 702-731-4027 E: abrediger@anteon.com